

Minutes of the Personnel Committee

Tuesday, October 1, 2002

Chair Paulson called the meeting to order at 8:44 a.m.

Present: Supervisors Duane Paulson (Chair), Don Broesch, Pete Gundrum, Jeff Morris, and Bob Thelen. Matt Thomas arrived at 10:15 a.m. **Absent:** Carl Seitz.

Also Present : Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Administration Director Norm Cummings, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, Senior Financial Analyst Mike Baniel, County Board Supervisor Hank Carlson, Chief of Staff Jeff Landin, County Clerk Pat Madden, County Clerk Elect Kathy Nickolaus, Corporation Counsel Tom Farley, Principal Assistant Corporation Counsel Debbie Price, Financial Analyst Amy Sawyer, County Board Chair Jim Dwyer, Register of Deeds Mike Hasslinger, Parks & Land Use Director Dale Shaver, and Health & Human Services Director Peter Schuler.

Discuss and Consider 2003 Operating Budgets for the Human Resources Division, County Executive, and County Clerk

Cummings, Zastrow, and Richter reviewed the 2003 objectives for the Human Resources Division. The division's staffing level remains unchanged from 2002. In the Employment Services/Training area, the tax levy increased from \$515,737 in 2002 to \$530,497 in 2003 for a total of \$14,760. With regard to the Employee Benefits/Labor Relations area, the tax levy increased from \$352,070 to \$386,726 for a total of \$34,656.

MOTION: Broesch moved, second by Morris to tentatively approve the 2003 operating budget for the Human Resources Division. Motion carried 5 -0.

Landin reviewed the 2003 objectives for the County Executive's Office. The total number of positions decreased 0.04%. The total tax levy increased 1.9% or \$9,311 - \$478,801 budgeted in 2002 to \$488,121 in 2003. This budget will be tentatively approved after this afternoon's discussion on the Department of Public Safety as it relates to personnel.

Madden and Yaeger were present to review the 2003 objectives for the County Clerk's Office. Overall, total positions decreased 0.10% from 2002 to 2003. The tax levy decreased 26.1% or \$107,857 - \$413,175 was budgeted in 2002 to \$305,742 in 2003, primarily in the area of operating expenses.

MOTION: Gundrum moved, second by Thelen to tentatively approve the 2003 operating budget for the County Clerk. Motion carried 5 -0.

Approve Minutes of September 17, 2001

MOTION: Broesch moved, second by Gundrum to approve the minutes of September 17, 2001. Motion carried 5 -0.

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- Reviewed and approved 2003 operating budgets for UW Extension, Federated Library, Community Development Block Grant, and Non-Departmental.
- Approved ordinances 157-O-067 through 157-O-070 and 157-O-072, and appointment 157-A-043 which were included in the last yellow packet.

- Discussed and approved three airport capital projects pertaining to the Stormwater Master Plan and utility mapping, runway reconstruction, and the environmental assessment of the airport. Many citizens showed up although only one person spoke. Paulson said, apparently, there is a lot of misinformation out there.

Schedule Next Meeting Dates

The committee was reminded that the October 8 meeting was canceled. The next meeting is scheduled for October 15 and will begin at 1:00 p.m.

Matt Thomas arrived at 10:15 a.m.

Discuss and Consider 2003 Operating Budgets for the Corporation Counsel, and County Board

Farley, Price, and Sawyer were present to review the 2003 objectives for the Corporation Counsel's Office including the Child Support Division. The position summary showed an overall decrease of 0.82% positions. Total tax levy for all funds increased 10.5% or \$89,876 - \$858,593 budgeted in 2002 and \$948,829 in 2003. Sawyer distributed various statistics and information on the Child Support Division including performance measures, case conversion, and funding. The Child Support Division's total tax levy increased 170.5% or \$62,128 - \$36,439 was budgeted in 2002 and \$98,567 in 2003.

MOTION: Broesch moved, second by Thomas to tentatively approve the 2003 operating budget for the Corporation Counsel's Office. Motion carried 6 - 0.

Dwyer and Esler reviewed the 2003 objectives for the County Board Office. The position summary remains unchanged from 2002. The total tax levy increased 2.5% or \$30,118 - \$1,227,504 was budgeted in 2002 and \$1,257,622 in 2003.

MOTION: Thomas moved, second by Broesch to tentatively approve the 2003 operating budget for the County Board. Motion carried 5 - 1.

Morris voted no because of the budgetary increase for supervisor registration fees as he felt we should keep the status quo and only let a few people go to the annual convention. He said in tough times you have to make tough decisions. Esler felt as many County Board Supervisors should attend the NACo Convention as possible and that it's a great learning experience and opportunity. Esler advised that registration costs \$400 per person.

Ordinance 157 - O-058: Create New and Abolish Positions; Approve Reclassifications; Establish Salary Placements of Non - Represented Positions Resulting from Review of Non - Represented Classifications; Modify Sunset Provisions of Certain Positions

Zastrow distributed copies of a written amendment affecting Table 1 of this ordinance and the Department of Health & Human Services. It reads that one regular full-time psychiatrist may be filled with one regular full-time or two regular part-time positions not to exceed one FTE, and abolish one regular part-time position (.8 FTE) of psychiatrist effective January 1, 2003. This will allow them in the future to fill it with one full-time employee or two part-time employees depending on what the market offers at that time. Zastrow noted that this would have no budgetary impact. This issue will be discussed further with Health & Human Services Director Peter Schuler (see below).

The committee recessed for lunch at 11:50 a.m. and reconvened at 1:00 p.m. Supervisors Gundrum and Broesch did not return after the lunch break.

Register of Deeds

Secretary Supervisor and Clerk I/II

Hasslinger, Gormanson, Dubberstein, Zastrow, Baniel and Swartz were present to discuss positions associated to the Register of Deeds Office.

Hasslinger said that this year here organized job tasks and duties in the Register of Deeds Office. No staff members were added but tasks and duties were moved around to better cover workloads. The department has a high rate of turnover rate with two-thirds of the staff having worked in the office less than two years. Basic training in the department takes approximately six months to complete.

The Secretary Supervisor will train and oversee staff and work to lower the turnover rate in the department. The current supervisor in the department has too many responsibilities to complete in addition to supervising all staff. The department will be switching over to a new tax file next year and this will create a larger workload for the current supervisor. Hasslinger next reviewed the New Position Request Form for this position.

The Clerk I has been reclassified to Clerk I/II and the Secretary Supervisor is an additional position. Paulson said that he is for the reclassification with the addition of temporary help. Gormanson said she feels that it takes 6-9 months to train someone in the Register of Deeds Office. The department does use temporary help when needed but the department needs someone to help oversee staff. Hasslinger said the last time they added a position was in 1996.

Thomas asked if the department could reduce the amount spent on temporary help if the position of Secretary Supervisor was added. Hasslinger said yes, it would reduce the amount of money spent on temporary help by approximately \$15,000.

MOTION: Thomas moved, Morris second to tentatively approve the creation of the Register of Deeds positions – Secretary Supervisor and Clerk I/II. **Motion carried:** 4-0.

Dittmar

Parks and Land Use

Land Information Mapping Technician

Shaver and Dittmar appeared to discuss Parks and Land Use Department position – Land Information Mapping Technician. Dittmar gave a brief overview of the Land Information System. There are currently two staff members responsible for creating maps of Waukesha County. The computer systems are complex and require six to eight weeks of constant training to learn the basics. Dittmar is requesting the entry-level position of Land Information Mapping Technician. The position will provide customer service and maps upon request and work with databases. He is looking for someone with a college degree with an emphasis in geography. Shaver explained there would not be a need for additional tax levy to cover this position person. This position will free up time for the more advanced staff member to continue to develop the Land Information System. Dittmar said he has a part-time position (900 hours per year) updating parcel maps. Shaver said the cost spent on the part-time position would be eliminated with the creation of this full-time position.

Baniel said the 2003 Proposed New Positions Table is incorrect and he would provide a new table outlining this information. The salary and benefits for this position should total \$57,047.

MOTION: Morris moved, Thomas second, to tentatively approve the creation of the position of Land Information Mapping Technician. **Motion Carried:** 4 -0.

Public Safety

Senior Information Systems Professional

Biagioli and Zastrow were present to discuss this position. Biagioli said that the person filling this position would be located at the Communications Center and report to IS. He then explained the job duties of the Senior Information Systems Professional. Biagioli is looking for someone who has CAD and RMS background and experience. The staff member would be cross-trained with other IS staff so vacation and illness would be covered.

Thomas asked if this person would begin working in January. Director Cummings said that the person should start early in 2003 making decisions and implementing systems. He would like this person on-board to begin working with municipalities on data management issues.

This position is a 1.0 FTE with a salary of \$47,914, benefits totaling \$20,046 and \$800 in other operating expenses for a total expenditure of \$68,760.

MOTION: Thelen moved, Paulson second to tentatively approve the creation of the position of Senior Information Systems Professional. **Motion defeated:** 2-2. (Paulson and Dwyer voted aye.)

Supervisor Thelen left the meeting at 2:15 p.m. Chairman Dwyer joined the meeting at 2:15 p.m. to complete the quorum.

Public Safety

Landin, Richter and Zastrow were present to discuss these positions.

Director of Public Safety

Landin gave the background as to why this position is needed. Along with a Director of Public Safety, a Department of Public Safety would be created. This position reports to the County Executive and the person filling the position will begin working in the 3rd quarter of 2003.

Paulson asked if this position could be placed under the Department of Administration? Landin said the functions of this job are public safety in nature and it would be more effective and efficient to be located in one department. Richter said that communities do not want the Consolidated Dispatch Center if the Sheriff's Department runs it. By creating the Department of Public Safety, the Center would be separate from the Sheriff's Department.

MOTION: Dwyer moved, Paulson second to tentatively approve the creation of the position of Director of Public Safety. **Motion defeated:** 2-2. (Paulson and Dwyer voted aye.)

Communications Center Manager

Richter said that this position would act as the transition person between the communities and Waukesha County and protocols established at the Communications Center. The person hired as Communications Manager would start January 1, 2003.

MOTION: Dwyer moved, Paulson second, to tentatively approve the creation of the position of Communications Center Manager. **Motion defeated:** 2-2. (Paulson and Dwyer voted aye.)

Training Center Coordinator

Richter gave a background of what a dispatcher would need to learn in order to be effective. The Training Center Coordinator will develop performance and evaluating standards, training curriculum, etc. This person would tentatively start July 2003 to allow for the development of training programs.

MOTION: Dwyer moved, Paulson second to tentatively approve the creation of the position of Training Center Coordinator. **Motion defeated:** 2-2. (Paulson and Dwyer voted aye.)

MOTION: Thomas moved, Dwyer second, to approve the County Executive Budget general fund.
Motion carried: 4 -0.

Reclassifications

MOTION: Thomas moved, Morris second to accept all reclassifications listed in Ordinance 157 -O-058.
Motion carried: 4-0.

Equity Adjustments

MOTION: Thomas moved, Dwyer second to accept all equity adjustments listed in Ordinance 157 -O-058.
Motion carried: 4 -0.

Health and Human Services

Psychiatrist

Schuler, Messenger and Zastrow were present to discuss this position. Zastrow reviewed the amended version of new Table I – “Create and Abolish Positions” which correctly highlights the psychiatrist position. This position would reduce the number of on-call psychiatrists currently used by the County.

MOTION: Thomas moved, Morris second, to tentatively approve the amendment to Ordinance 157 -O-057 stating on a regular full-time psychiatrist may be filled with on a regular full-time or two regular part-time positions not to exceed one FTE, and abolish on a regular part-time position (.8 FTE) of psychiatrist effective January 1, 2003. **Motion Carried:** 4- 0.

MOTION: Thomas moved, Morris second, to tentatively approve all abolishments listed in Ordinance 157 -O-058. **Motion carried:** 4 -0.

MOTION: Dwyer moved, Paulson second, to approve Ordinance 157 -O-057: Create New and Abolish Positions; Approve Reclassifications; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions with the exception of tied votes. **Motion defeated:** 2-2. (Paulson and Dwyer voted aye.)

MOTION: Thomas moved, Thomas second to approve the 2003 Budget Unfunded Positions listed in Ordinance 157 -O-057. **Motion carried:** 4-0.

Motion to Adjourn

MOTION: Thomas moved, Dwyer second to adjourn the meeting at 3:10 p.m. **Motion carried:** 4-0.

Recorded by Mary Pedersen, Legislative Associate (prior to lunch break); and Windy Jicha, Offices Services Coordinator (after lunch break).

Respectfully submitted,

Pete Gundrum
Secretary